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19 December 1960

MEMORANDUM FOR: Special Assistant, AD/CR
THRU : Chief, Document Division
FROM : Staff Assistant, DD
SUBJECT : Release of Materials to Foreign Governments

1. The Document Division acts as a final releasing point (or clearing house) and recording center for material transmitted to the

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2. For purpose of presentation we will deal with material released to the FIO's only and divide the material by categories showing the procedures followed in each category.

I. National Intelligence

A. NIE's - SNIE's

The USIB Secretariat instructs DD Release what NIE and to whom it is to be released; also whether there is sanitization and if so, what. DD Release effects sanitization, stamps caveats and sends to proper foreign government (FIO's).

B. NIS's

Released according to instructions from AD/BI dated 11 October 1960.

Since the supply of NIS's is in Records Center, DD Release instructs R.C. on the number of copies, the address of the recipient, and in addition to sanitize each copy by removing the comments on Principle Sources and the Warning Page.

DD/Release retains the record of release.

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II. Finished Intelligence

A. Regular Distribution

Producing offices recommend to OCR the dissemination of CIA Finished Intelligence, including release to foreign governments.

DD/Release insures that the producing office has followed all applicable CIA Regulations in connection with the release of the classified material involved by requiring a statement from the producing office.

DD/Release marks the documents with the caveats (required by the Presidential Directive, and CIA Regulation 60-110); and prepares record of documents and copies transmitted to the FLO's either by hand or by courier service.

B. Standard Distribution

None

C. PSD Distribution

None

III. Raw Intelligence

A. Regular Distribution

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1.

Distribution of these reports is made by Analysis Branch based upon the following criteria:

BJSM - all except NOFORN

CJS - all except NOFORN

AJSS - Far East, India, Pakistan except NOFORN

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DD/Dissemination sends to Control Branch/Processing Section for distribution. Record is maintained on the Dissemination Cards.

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2.

All such reports are transmitted to FLO's based on criteria above. DD Dissemination sends to Control Branch/- Standard Distribution for distribution record.

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B. Standard Distribution

None

C. PSD Distribution

1. Consolidated Translation Survey - CONFIDENTIAL and UNCLASSIFIED and Biographic Data Cards (USSR and E. Europe - Military and General)

PSD makes automatic distribution upon instruction from FDD. Distribution Records are kept in FDD, PS, and DD.

2. FDD Summaries and Translations

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Same procedure as [] above except PSD makes distribution direct. Distribution Records are kept in both FDD and in PSD.

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- IV. [] are released entirely through the DD/P and no record is kept in OCR.

3 All requests for additional copies of documents and requests for individual items are channeled through DD/Release to insure that such items may be released and to maintain a record.

4. At the end of each month, DD/Release sends a Field and Headquarters Exchange Record and Report to the DD/P showing all classified material released to the FLO's by the Document Division. This report includes Title, Number of Report, Date, Field Passage Number, Passage Date and Identity of the Recipient(s).

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Attachments: (2)

- A. Caveats
- B. Field and Headquarters Exchange Record and Report

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